

4-0377

P R E A M B L E

This AGREEMENT entered into this 13th day of July, 1981,
by and between the Board of Education of Gastampton, Gastampton Township, Bucclech
New Jersey, hereinafter called the "Board", and Gastampton Township Education
Association, hereinafter called the "Association".

W I T N E S S E T H:

WHEREAS, The Board and the Association recognize and declare that providing a quality education for the students of the Gastampton School District is their primary aim and that the character of such education depends predominately upon the quality of teaching, the availability of materials, the functional utility of facilities, the release of imagination in planning, the application of democratic processes in administration, and the maintenance of high morale among the teaching faculty, BE IT

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

X July 1, 1981 - June 30, 1983

Article I.

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel whether under contract, on leave, employed or to be employed by the Board, including:

Classroom Teachers
 Nurses
 Librarians
 Library Clerk
 Custodians

But excluding:

Superintendents
 Principals
 Other Supervisory Positions
 Administrative Personnel
 Cafeteria Employees
 Bus Drivers

- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all certificated and non-certificated employees represented by the Association in the negotiating unit as above defined.

Article II.

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws 1974, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin in accordance with the Public Employees Retirement Commission timetable. Any agreement so negotiated shall apply to all teachers, be reduced to writing and be signed by the Board and the Association.
- B. During negotiation, spokesmen for the Board and for the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data and information that is a matter of public record.
- C. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.

- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

Article III.

GRIEVANCE PROCEDURE

Informal disposition of grievance - The parties recognize that the informal disposition of problems is often preferable to formalized proceedings. Therefore, members of the staff are encouraged by the Association and the Board to attempt to achieve informal disposition of their grievance.

Definition: - A grievance shall mean a complaint by an employee that there has been a violation or misinterpretation of the provisions of this Agreement, or that there has been a violation or misinterpretation of established Board Policy, that has altered the working conditions of the employee.

As used in this Article, the term "employee" shall mean (a) an individual employee, (b) a group of employees having the same grievance.

Procedure: - Any employee who decides that he/she has a grievance shall within 15 school days from the time that he/she knew or should have known of the grievance discuss it with his/her immediate superior in an attempt to resolve the matter informally.

If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within 5 school days of such discussion he/she shall set forth his/her grievance in writing to the principal or if the grievance results from an action of a school official higher than the rank of principal, the grievant may set forth his/her grievance in writing to that official, specifying:

- a. The nature of the grievance.
- b. The results of previous discussions.
- c. That he/she is dissatisfied with decisions previously rendered.
- d. The remedy sought.
- e. The contractual provision(s) or Board Policy(ies) alleged to have been violated.

The principal or such official shall give his/her decision to the employee in writing within 5 school days of receipt of the written grievance.

The employee may within 5 school days of receipt of the decision of the principal or other official appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing. The Superintendent shall give his/her decision in writing to the employee and the principal within ten school days of receipt of the written grievance.

If the grievance is not resolved to the employee's satisfaction, he/she may appeal within ten school days of receipt of the Superintendent's decision to the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall hold a hearing with the employee within 20 school days of receipt of the written grievance and render a decision in writing within 10 school days of the hearing.

In the event a grievance shall not have been settled under the procedure above, and only if such grievance involves a claim or infringement upon the provision of this Agreement, the aggrieved may proceed directly to arbitration, which shall be advisory subject to the limitation of statute. However, no matter shall be considered a grievance subject to arbitration if it pertains to:

- a. Any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone.
- b. A complaint of a non-tenure teacher which arises by reason of his/her not being re-employed.
- c. A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

Arbitration shall be initiated by certified letter from the grievant bearing the written approval to proceed, of the president of the Association, addressed to the Superintendent of Schools. Such letter shall be mailed within 20 school days of receipt of the written decision of the Board.

The grievant, or the person designated by the grievant to represent him/her in the grievance and the Superintendent, or the person designated by the Board to represent it in the grievance shall promptly attempt to agree upon and engage an arbitrator, but if either party determines that no purpose will be served by the attempting or continuing to attempt to so agree, either may submit the choice of arbitrator to the American Arbitration Association.

The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all the terms of this Agreement. He/she shall have no power to add to, delete from or modify in any way any of the provisions of this Agreement. The recommendation of the arbitrator shall be advisory. Fees and expenses of the arbitration shall be borne equally by both parties.

General Provisions:

Any grievance not processed in accordance with the time limits specified herein shall be deemed relinquished by the grievant.

Administration failure at any step of this procedure to communicate a decision within the specified time limits shall permit the grievant to proceed promptly to the next step. The time limits specified at any step may be extended in any particular instance by agreement between the Superintendent or his/her designee and the grievant.

Copies of all written grievances, responses and notices shall be mailed to the Association. Meetings held under this procedure shall be conducted at a place which will afford a fair and reasonable opportunity for all proper persons to be present. Such persons are defined as the aggrieved, the appropriate Association and Board representatives and witnesses.

Nothing in this Agreement shall be construed as compelling the Association to submit a grievance to arbitration.

No reprisals of any kind shall be taken by either party or by any member of the Administration against any participants in the grievance procedure by reason of such participation.

It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect there-of shall have been full determined.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.

A grievance form shall be made available by the Administrator.

Rights of Teachers to Representation:

Any aggrieved party may be represented in all stages of the grievance procedure by himself/herself, or, at his/her option, with a representative. Any representative must present satisfactory written evidence of his/her authority to act.

Article IV.

- A. When the purpose of a meeting between a teacher and the Administrator is to inform the teacher that a recommendation to the Board will be made to relieve the teacher of his/her duties or to reduce or change his/her salary (including increments), the Administration will give prior written notice of such intent in order that the teacher may be properly represented.
- B. An employee shall have the right, upon request, to review the contents of his/her personnel file. Such request shall be made to the chief school Administrator in writing, who shall schedule a review of the file with the employee within a reasonable period of time. Such review shall not include employees confidential references pertaining to employees initial hiring.

- C. Whenever the Board requires a teacher to appear before it concerning any matter directly relating to the continuation of that teacher in his/her office position of employment or the salary of any increments pertaining thereto, then he/she shall be entitled to have a representative of the Association present to advise him/her during such meeting or interview.
- D. Copies of all materials placed in employee's file (except as noted above) shall be given to employee.
- E. No grade or evaluation shall be changed without knowledge of the teacher.

Article V.

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information which is in the public Domain.
- B. Whenever any representative of the Association or any teacher participates during working hours in negotiations, grievance proceedings, conferences or meetings, called at the Board request, he/she shall suffer no loss in pay.
- C. The Association shall have the privilege to use the following school owned equipment: typewriters, mimeographing machine, calculating machines and other types of equipment at the discretion of the Administrator. The Association shall pay for the reasonable cost of all materials used.
- D. The Association shall have the privilege to purchase expendable office supplies and other materials from the Board at the price paid by the Board.
- E. The Association shall have, in each building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on bulletin boards shall be given to the Administrator but no approval shall be required.
- F. The Association shall have the privilege to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of the building Principal or other members of the Association.
- G. The monthly charge for the private phone installed for the use of the employees in the teacher's lounge in the Elementary School will be paid by the Board. All other charges will be paid by the Association.
- H. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other teacher organizations.

Article VI.

CALENDAR

- A. The establishing of a school calendar shall be at the discretion of the Board and will be subject to such changes as may be necessitated by emergencies.
- B. Proposals, by January 1 of the school year, for consideration of changes in the school calendar will be received from the Association by the Board through the Administrator.

Article VII.

TEACHING HOURS AND TEACHING LOAD

- A. 1. All teachers shall indicate their presence for duty each day by indicating their arrival and departure in the office on the sign in and sign out sheet.
2. No teacher will be required to report to work earlier than thirty minutes prior to the opening of school for the pupils' school day, and shall be permitted to leave thirty minutes after the close of the pupils' school day, except in case of an emergency declared by the Administration.
3. On Fridays and the last day before holidays, teachers may leave immediately after the last bus.
- B. 1. In an attempt to work with the faculty in a professional manner, attendance at faculty meetings will be optional. Meetings will start promptly at 3:30 P.M. and will conclude when the agenda has been completed. Staff members who choose not to attend faculty meetings will be held responsible for all items listed on the agenda.
2. Faculty meetings which take place after the regular in-school workday shall not be called on Fridays or any day immediately preceding any holiday, or other day upon which teacher attendance is not required at school, except in the case of an emergency declared by the Administrator.
3. An Association representative may speak to the teachers at any meeting for fifteen minutes on the prior request of the Association.
4. The notice of an agenda for any meetings shall be given to the teachers involved three days prior to the meeting except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- C. 1. Teacher participation in extra-curricular activities shall be the choice of the teacher.
2. Teacher participation in extra-curricular activities, which may extend beyond the regularly scheduled in-school day, shall be compensated according to the rate of pay in Schedule B.
- D. In-service days, when needed, will be scheduled upon the recommendation of the Administrator and approved by the Board of Education. These days, which require the entire staff, shall be scheduled during the normal in-school workday.
- E. In the assignment of preparation time for professional employees the Administration shall make every available effort to insure such assignments are made as equitable as possible.
- F. All classroom teachers, as well as Art, Music and Physical Education specialists shall begin instruction on the first pupil day and conclude instruction on the final pupil day each school year.

Article VIII.**CLASS SIZE**

The Board and the Administration are aware of the problems that arise with over crowding. Every effort has and will be made to eliminate such situations.

Article IX.**NON-TEACHING DUTIES**

- A. Lunch duty and playground duty shall be considered part of the normal workload of teachers. All professional employees in the bargaining unit shall perform these duties without additional compensation. The Administration shall maintain a duty roster and make assignments of teachers as equitable as possible.
- B. The Board will hire four Teacher Aides to provide supportive assistance to the professional staff at the Elementary and Middle Schools in the cafeteria and on the playgrounds, subject to the following condition: The Board of Education's ability to hire aides for this short period of time.
- C. The Board shall compensate three teachers for three dances, to be held during the school year, at the rate of \$15.00 per chaperone. The selection of the teachers to be compensated and the responsibility for which they will be held accountable shall be made by the Administrator.
- D. Teachers shall not be required to transport students.

Article X**TEACHER EMPLOYMENT**

- A. By April 1st, all teachers shall sign and file with the Administrator a written letter of intent of employment for the succeeding school year. The Board will consider the failure to file a letter of intent as constituting the teacher's resignation.
- B. On or before April 30th of each year, teachers shall be notified of their contract and salary status for the ensuing year.

Article XI.**SALARIES**

- A. The salaries of all teachers covered by this Agreement will be set forth in a Salary Schedule and be attached.
- B.
 1. Teachers may elect to have ten percent of their monthly salary deducted from their pay. These funds shall be paid to the teachers on the final day of June.
 2. Salary payments to teachers will be made on the 15th and 30th of each month, where possible.
 3. When a pay period ends on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
 4. Teachers shall receive their final checks at the close of the last working day in June.

C. Compensation for mileage for authorized personnel at \$.15 per mile.

Article XII

TEACHERS ASSIGNMENT

A list of teacher assignments and vacancies shall be posted on the faculty bulletin board not later than May 1st. All teachers will be given notices of their class or subject assignments, building assignments, and room assignments for the forthcoming year not later than the last day in May.

Article XIII

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. By May 1st, the Administrator shall post, on the faculty bulletin board, a list of known vacancies which shall occur during the following year.
- B. Teachers who desire a change in grade or subject assignment may file a written request to that effect with the Administrator not later than May 15th.

Article XIV

INVOLUNTARY TRANSFERS

- A. No vacancy shall be filled by means of involuntary transfer or re-assignment if there is a qualified volunteer available to fill said position, who is acceptable to the Board of Education.
- B. Notice of an involuntary transfer or re-assignment shall be given to teachers as soon as practical and, except in case of emergency, not later than June 1st.
- C. In the event of an involuntary transfer or re-assignment, the teacher shall have the opportunity to meet and discuss the matter with his/her principal or superintendent. The teacher may, at his/her option, have an Association representative present at such meetings.

Article XV

PROMOTIONS

- A. All vacancies in promotional and transfer positions shall be adequately publicized by the Administration after the vacancy has been reviewed with the Board and a job description of the position formulated. The Board of Education will supply the Association President with all apposite information concerning vacancies in promotional positions as soon as possible.
- B. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Administrator within the time limit specified in the notice.
- C. Teachers who desire to apply for anticipated promotional vacancies which may occur during the vacation period shall submit their names to the Administrator for the position/positions for which they desire to apply and an address where they can be contacted during the summer.
- D. Where all qualifications are equal, seniority right shall be honored in selection of a candidate.

Article XVI**TEACHER EVALUATION**

Evaluation procedure shall be implemented in accordance with Board Policy established in consultation with tenured teaching staff members and shall be subject to annual review by a subcommittee composed of Administrative and Faculty representatives. The purpose of the review is to consider and recommend any changes deemed necessary.

Article XVII**SICK LEAVE**

- A. As of September, 1, 1975, all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. Repetitive absence can result in a request for a physician's confirmation of illness. The Administration may request a written excuse for absence on a day preceding or following a school holiday.
- B. An employee who terminates or retires, and is vested with 15 years in the pension plan, and has 10 years of service in the Eastampton School District will receive at that time \$3.00 for each unused sick day up to a maximum of 100 days.

Article XVIII**TEMPORARY LEAVES OF ABSENCE**

- A. As of the beginning of the 1975-76 school year, teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:
 1. Three days leave of absence for personal business, which requires absence during school hours. A request for a personal day shall be made only when the nature of the business is such that it can not possibly be taken care of during other than school hours. Application to the Administrator for personal leave shall be made at least two days before taking such leave (except in the case of emergencies). After May 15th, only one personal day per building per day will be permitted, except in case of emergency as determined by the Administration. Approval shall be granted on a first come basis.
 2. Up to two (2) professional days with the Administrator's approval for the purpose of visiting other schools or attending meetings or conferences of an educational nature, not inclusive of NJEA Convention.
 3. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system if the teacher is required by law to attend. A teacher shall not be paid if legal proceedings are the results of illegal Association activities or if legal action connected with the teacher's employment is upheld. Definition of teacher's employment concerns only suspensions, dismissals or reduction in pay.

4. In the event of death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, grandparents, brother-in-law, sister-in-law and any other member of the immediate household, up to three (3) days will be granted. When adverse circumstances prevail, additional leave of up to two (2) days may be granted by the Administrator upon the request of the teacher.

In the event of the death of a teacher or student in the school district, the Administrator shall grant to an appropriate number of teachers sufficient time off to attend the funeral. The time and number shall be at the Administrator's discretion.

5. In the event a teacher is married during the school year, three (3) days personal leave will be granted.
6. Time necessary for persons called into temporary active duty of any unit of the U. S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session.

- B. Leaves taken pursuant to section A above shall be in addition to any sick leave which the teacher is entitled.

Article XIX

EXTENDED LEAVES OF ABSENCE

- A. Military leave without pay shall be granted upon written request to any teacher who is inducted in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment.
- B. Extended leaves of absence without pay may be granted to teachers with tenure, at the discretion of the Board. Upon his/her return, a teacher shall be entitled to all unused accumulated sick leave. No sick leave shall be earned during leave of absence.
- C. The Board and the Association agree to abide by the current law regarding maternity leave.

Article XX

PERSONAL AND ACADEMIC FREEDOM

Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.

Article XXI

BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

- A. The Board will continue to fulfill their responsibility to provide adequate textbooks, instructional supplies and equipment and other materials necessary to education. The Board agrees to provide a filing cabinet for each teacher's use in the classroom. Within the limits of the budget, previous practices will be continued and recommendations from teachers relative to selection of the above will be encouraged.

- B. A formal educational curriculum improvement committee will be implemented. The Committee shall consist of the following:

Curriculum Coordinator selected by the Board of Education.
One Rep. Grades K-2 selected by the Association.
One Rep. Grades 3-5 selected by the Association.
One Rep. Grades 6-8 selected by the Association.

The Committee shall meet once a month during the school year. The Committee shall make recommendations to the Administrator for revision of the curriculum. Final approval for revision rests with the Board of Education. The Board of Education shall make known to the Committee its reasons for rejection of any of the Committee recommendations.

- C. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required and/or requested by the Administration to take.

Article XXII

INSURANCE

The Board of Education will provide the insurance benefits as listed in State of New Jersey participating employer certificate and rider to certificate. The Board will pay 100% of the employee's share and 100% of the family share for the 1981-82 and 1982-83 school years for above coverage. The Board will supply a description of the conditions and limitations of the insurance coverage.

Article XXIII

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force or effect.
- B. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignments, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or participation as a representative of the Association.

Article XXIV

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July, 1, 1981 and shall continue in effect until June, 30, 1983.
- B. In witness whereof, the Association has caused this Agreement to be signed by its president and Secretary and the Board has caused this Agreement to be signed by its president, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.

EASTAMPTON TOWNSHIP BOARD OF EDUCATION

ATTEST:

By Douglas Deville
president

By Albert Hamilton
Secretary

EASTAMPTON TOWNSHIP EDUCATION ASSOCIATION

By Walter Harvey
President

By Dorothy Shin
Secretary

SALARY SCHEDULE1981-82

<u>STEP</u>	<u>BA</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 30</u>
1.	13,326.	13,660.	13,995.	14,664
2.	13,626.	13,960.	14,295.	14,964.
3.	13,960.	14,295.	14,629.	15,298.
4.	14,295.	14,629.	14,964.	15,632.
5.	14,629.	14,964.	15,298.	15,967.
6.	15,186.	15,521.	15,855.	16,524.
7.	15,577.	15,911.	16,245.	16,914.
8.	15,967.	16,301.	16,635.	17,304.
9.	16,357.	16,691.	17,026.	17,694.
10.	16,747.	17,081.	17,416.	18,084.
11.	17,304.	17,639.	17,973.	18,642.
12.	17,750.	18,084.	18,419.	19,088.
13.	18,196.	18,530.	18,863.	19,533.
14.	18,642.	18,976.	19,310.	19,979.
15.	19,088.	19,422.	19,756.	20,425.
16.	19,645.	19,979.	20,314.	20,982.
17	19,979.	20,314.	20,648.	21,317.
18.	20,202.	20,537.	20,871.	21,540.
19.	20,202.	20,537.	20,871.	21,540.
20.	20,202.	20,537.	20,871.	21,540.
21.	20,314.	20,648.	20,982.	21,651.
22.	20,314.	20,648.	20,982.	21,651.
23.	20,314.	20,648.	20,982.	21,651.
24.	20,314.	20,648.	20,982.	21,651.

SALARY SCHEDULE1982-83

<u>STEP</u>	<u>BA</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 30</u>
1.	14,553.	14,925.	15,299.	16,045.
2.	14,853.	15,225.	15,599.	16,345.
3.	15,188.	15,560.	15,933.	16,679.
4.	15,560.	15,933.	16,305.	17,051.
5.	15,933.	16,305.	16,679.	17,423.
6.	16,305.	16,679.	17,051.	17,797.
7.	16,926.	17,300.	17,672.	18,418.
8.	17,362.	17,734.	18,107.	18,852.
9.	17,797.	18,169.	18,541.	19,287.
10.	18,232.	18,604.	18,977.	19,722.
11.	18,666.	19,038.	19,412.	20,156.
12.	19,287.	19,660.	20,033.	20,778.
13.	19,784.	20,156.	20,530.	21,275.
14.	20,281.	20,654.	21,027.	21,771.
15.	20,778.	21,151.	21,523.	22,269.
16.	21,275.	21,648.	22,020.	22,766.
17.	21,896.	22,269.	22,642.	23,387.
18.	22,269.	22,642.	23,014.	23,760.
19.	22,517.	22,891.	23,263.	24,008.
20.	22,517.	22,891.	23,263.	24,008.
21.	22,517.	22,891.	23,263.	24,008.
22.	22,642.	23,014.	23,387.	24,132.
23.	22,642.	23,014.	23,387.	24,132.
24.	22,642.	23,014.	23,387.	24,132.
25.	22,642.	23,014.	23,387.	24,132.

SALARY SCHEDULELIBRARY CLERK

<u>STEP</u>	<u>1981-82</u>	<u>1982-83</u>
1.	8,271.	8,919.
2.	8,571.	9,219.
3.	8,906.	9,553.
4.	9,240.	9,927.
5.	9,574.	10,299.
6.	10,132.	10,671.
7.	10,522.	11,293.
8.	10,912.	11,728.
9.	11,302.	12,163.
10.	11,692.	12,597.
11.	12,249.	13,032.
12.	12,695.	13,653.
13.	13,141.	14,150.
14.	13,587.	14,647.
15.	14,033.	15,144.
16.	14,590.	15,641.
17.	14,924.	16,262.
18.	15,147.	16,634.
19.	15,147.	16,882.
20.	15,259.	17,008.

SCHEDULE B.

1981-82/1982-83

- | | |
|---|---------------|
| 1. Cheerleading | \$125.00 |
| 2. Student Council Advisor | 250.00 |
| 3. 8th Grade Advisor | 150.00 |
| 4. School Newspaper | 75.00 |
| 5. Detention | 7.00 per Hour |
| 6. Independent of other extra curricular activities, coaching benefits will be negotiated between the parties involved and the Board. | |

TUITION

1981-82/1982-83

The Board of Education will pay the cost of courses tuition/credit hour cost to individuals up to \$250.00 per year for the 1981-82 school year. The rate of reimbursement will be \$300.00 for the 1982-83 school year.

Courses must be taken in an accredited graduate school, and subject to Board approval, and does not apply to courses taken for certification. Payment will be made at the satisfactory completion of the course. The Board will consider the term "Satisfactory" to mean a Grade of "C" or better.

SALARY SCHEDULECUSTODIAL

<u>STEP</u>	<u>1981-82</u>	<u>1982-83</u>
1.	9,063.	9,818.
2.	9,318.	10,102.
3.	9,573.	10,386.
4.	9,829.	10,670.
5.	10,084.	10,955.
6.	10,339.	11,240.
7.	10,594.	11,524.
8.	10,850.	11,808.
9.	11,105.	12,093.
10.	11,360.	12,378.
11.	11,616.	12,662.
12.	11,872.	12,947.
13.	12,127.	13,233.
14.	12,382.	13,517.
15.	12,637.	13,801.
16.	12,893.	14,085.
17.	13,148.	14,371.
18.		14,655.

BLACK SEAL

The Board of Education will pay \$250.00 for the 1981-82 and 1982-83 school years for Black Seal, and the individual shall pay for his own license.

CUSTODIAL VACATIONS

1. Hired by April 1st, five working days vacation during summer school closing.
2. Second year through 4th year - ten working days.
3. Fifth year through tenth year - two extra days per year to a maximum of 15 days.
4. Vacations - 2nd thru 10th year to be agreed on and adjusted to work load and time element. Vacation request shall be made to the Administrator at least five working days prior to vacation dates.

SICK LEAVE

All Custodial staff employed on a normal 12 month work year shall be entitled to (12) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

WORK SCHEDULE

The work schedule and hourly work load for all custodians will be assigned by the Administrator with the understanding that all custodians shall maintain the right to file proper grievance procedure through the proper personnel and channels in the event of any possible disagreement as to the work load and the necessary time elements involved.

OVERTIME

All custodians that are called upon to perform duties that shall call for over-time, effort or hours, beyond their normal weekly forty (40) hours, shall be reimbursed at the current overtime rate of Time and One-Half for all hours required to complete any and all such assigned work tasks.

MAINTENANCE

The Board may appoint a custodian to be in charge of Building Maintenance. Compensation for such duties shall be \$1,000.00.

UNIFORMS

The Board of Education will pay \$65.00 per year for uniforms. The custodial staff will present to the Board for approval a standardized uniform to be worn while the building is occupied.

HOLIDAYS

1. In addition to the annual vacations, all members of the custodial staff shall be allowed a total of eleven (11) holidays a year. The exact dates shall be confirmed each year after the approval of the school calendar.
2. Holidays designated:
 - a. Independence Day (when it falls on a Saturday or Sunday, the employee shall have the following Monday off).
 - b. Labor Day ♦(1st Monday in September)
 - c. N.J.S.A. Convention (Friday)
 - d. Thanksgiving Day
 - e. Christmas Day
 - f. New Year's Day
 - g. Mid-Winter recess (in lieu of Lincoln's & Washington's Birthdays)
 - h. Good Friday
 - i. Memorial Day
 - j. Columbus Day ♦
 - k. Veteran's Day ♦
- ♦: The Administrator may require custodial personnel to perform cleaning and maintenance duties that could not have been accomplished during normal working hours. If schools are not in regular session, custodians who are required to perform duties on these days shall be compensated at Time and one-half of their regular hourly rate.